

Instructions for Wisconsin State Agencies

Every Wisconsin State Agency has a responsibility under Sections 35.81-35.84 of the Wisconsin Statutes to submit a wide range of informational materials to the Wisconsin Documents Depository Program.

The purpose of this Depository Program is two-fold:

- to collect and distribute state publications and other materials, including videotapes and audiotapes, to Wisconsin libraries **at no cost to the supplying agencies**, thus making them available to Wisconsin citizens, and
- to provide state agencies depositing the materials future access to their own materials, as a backup or alternative depository.

The Depository Libraries are major public and academic libraries, located throughout the state. The Reference and Loan Library (in the Wisconsin Department of Public Instruction) handles all distribution to the Depository Libraries. More information and a list of participating libraries can be found at <http://www.dpi.state.wi.us/dpi/dltcl/rl/inddep.html>

Recommended Distribution 52 copies

Copies go to:

Wisconsin Historical Society Library
Legislative Reference Bureau
Reference & Loan Library
Library of Congress
Center for State Government
10 regional Wisconsin libraries
35 selected Wisconsin libraries

Limited Distribution 15 copies

Copies go to:

Wisconsin Historical Society Library
Legislative Reference Bureau
Reference & Loan Library
10 regional Wisconsin libraries

Very Limited Distribution (If the item is published in very limited quantities) 3 copies

Copies go to:

Wisconsin Historical Society Library
Legislative Reference Bureau
Reference & Loan Library

Key materials to be shipped:

Publications intended to be disseminated or made accessible to the public, or required by law to be published.

Examples include:

Annual reports
Budgets
Published conference proceedings
Agency directories/rosters
Financial reports
General information*
Research reports
Laws (reprints)
Rules and regulations (reprints)
Licensing standards
Lists of publications
Governing body minutes
Periodicals, for public audiences*
Non-print format, e.g. video, audio*
Miscellaneous*

(The "public" is considered to be both general public and special publics [e.g., businesses, private industry councils, schools, etc.])

* Expanded Definitions:

General information includes: research reports; informational reports; interim and final reports; guides; manuals; handbooks; maps; pamphlets and brochures about an agency, its services or a subject of concern to the agency; state plans, and statistical compilations

Periodicals include: magazines; scholarly journals; newsletters; and newspapers

Non-print format includes: video; microfiche; sound recordings; computer files or databases (or insure Documents Depository access to same); and CD ROMS

Miscellaneous includes: plans; reprints; revisions; posters; event programs; conference announcements, brochures and proceedings; University press books; and internal agency documents, such as policy documents, policy handbooks, grant proposals/specifications and bids.

If you have questions about the Document Depository Program, contact:

Abby Swanton, Wisconsin Reference and Loan Library, (608) 224-6174 or
abbigail.swanton@dpi.state.wi.us
<http://www.dpi.state.wi.us/dpi/dltcl/rl/inddep.html>

Send materials for the Depository Program via InterD Mail to :

Wisconsin Reference & Loan Library
2109 S. Stoughton Rd., Madison, WI 53716
ATT: Document Depository

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